

## Minutes

### SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING August 17, 2017

#### I. Call to Order

The Seminole State College Board of Regents' regular monthly meeting was called to order at 1:30 p.m. in the Enoch Kelly Haney Center Board Room.

#### II. Roll Call of Members

Roll call was conducted. Regent Sheffield and McQuiston were absent.

#### III. Introduction of Guests

President Reynolds introduced visitors, administrators, faculty, and staff present at the meeting. Special introduction was made of the Science, Technology, Engineering, and Math /Nursing and Health Sciences Division. Members present included: Dr. Linda Goeller, Division Chair; Lynette Gomez, Instructor; Dr. Noble Jobe, Assistant Professor; Melissa Bryant, Assistant Professor; Shakira Judeh Physical Therapy Assistant Program Director; Emily Carpenter, Assistant Professor; Kara Stanley, Assistant Professor/Curriculum Specialist; Brenda Hudson, Assistant Professor; Mary Zientek, Assistant Professor; Michael Schnell; Technology Specialist/Distant Education; Chris Holtz, Assistant Professor and Jarrod Tollet, Assistant Professor. Special recognition was also given to John Bolander, Assistant Professor and chair of Faculty Senate.

#### IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held July 20, 2017, Regent Donaho made a motion to approve the minutes as written and Regent Morgan seconded the motion. This motion was approved unanimously.

#### V. Communications to the Board

**Financial Report** – Braden Brown, Vice President for Fiscal Affairs presented a review of the College's revenue and expenses through July 31, 2017. Regent Franklin made a motion to approve the Financial Report as presented and Regent Donaho seconded the motion. This motion was approved unanimously.

*Report on Purchases over \$15,000 -*

*July – None*

**VI. Hearing of Delegations**

None

**VII. President's Report**

President Reynolds discussed items under the President's Report and the Business portion of the agenda by utilizing a PowerPoint presentation. (See enclosed copy of the PowerPoint presentation)

*Personnel Update* – President Reynolds updated the Board members on personnel changes. New hires are as follows:

Kara Stanley was hired as the Title III Curriculum Specialist/STEM Assistant Professor  
Jenny Wilson was hire as an Assistant Professor of English

A resignation letter was received from Jamie Mills, Advisement/ Title III Director and after a realignment of the Maintenance area Dwayne Castle has stepped down as the Coordinator of Maintenance and Tommy Bighead has taken over that role.

*Campus Activities* – President Reynolds told the Board members about several campus activities. These were:

- Larry Smith, SSC Rural Business and Resources Center Director will be inducted into the Seminole Hall of Fame on November 16<sup>th</sup>
- Former SSC President Dr. Jim Utterback and Former SSC President Jim Cook will be inducted into the OACC Hall of Fame on September 29<sup>th</sup>
- Current President Lana Reynolds will be inducted into the Seminole High School Hall of Fame on September 23<sup>rd</sup>
- GEAR UP held their Campus Orientation Camp this summer.
- The Peek Into Engineering Camp was held this summer
- The Temporary Assistance for Needy Families program funding was renewed by the Oklahoma State Regents for Higher Education
- In-Service was held the week before classes began with the theme, “Start a Fire... Inspire”
- President Reynolds gave the Regents an update on the meetings with the Presidential Transition Team
- The incoming President's Leadership Class met with administrators and the current PLC Class
- The Campus celebrated #GoLive, commemorating the completion of the Jenzabar/MYSSCOk software installation
- Students moved into the residence halls with assistance from the Professional Staff Council

- Students were greeted by “Campus Experts” (college employees) across campus on the first few days of class to assist with finding classrooms and answering questions
- Welcome Week was full of activities such as make your own bamboo plant and make your own street sign
- NASNTI hosted a Native Women of Power symposium with Absentee Shawnee Tribe Governor Edwina Butler-Wolfe as the keynote speaker
- President Reynolds reminded the Regents of the SSC Educational Foundation Golf Tournament being held on September 8<sup>th</sup>
- President Reynolds informed the Regents that an SSC Booster Club Cookout will be held on September 19<sup>th</sup> at the SSC Softball Complex
- President Reynolds informed the Regents that Peter Simon will on “The Spiritual Music of the Great Composers” concert on October 5<sup>th</sup>
- The Board of Regents were presented with the 2016-2017 Annual Report

### **VIII. Business**

**Acceptance of the Office of Management & Enterprise Services Quality Control Compliance Review Report** – President Reynolds presented the Board with information about the Quality Control Compliance Review report from the Office of Management & Enterprise Services. President Reynolds and Vice President Braden Brown gave an overview of the audit report and stated that the audit was a good audit with no major concerns. President Reynolds commended Vice President Brown and his staff. President Reynolds recommended approval of the OMES Quality Control Compliance Review. Regent Morgan made a motion to accept the report as presented and Regent Donaho seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Hyden, yes; Franklin, yes; and Cain, yes.

### **IX. Consent Agenda**

Regents were presented information concerning items on the Consent Agenda. President Utterback recommended approval of these items. Regent Franklin made a motion to approve the Consent Agenda items and Regent Morgan seconded the motion. This motion was approved unanimously.

The Consent Agenda was as follows:

Approval of the following items:

- Approval of revisions to the Memorandum of Understanding with Gordon Cooper Technology Center regarding a new Physical Therapy Assistant Program
- Deletion of the Associate in Arts in Language Arts Degree

**X. Adjournment**

There being no further business or discussion the meeting was adjourned at 2:05 p.m.

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Bryan Cain, Chair

SEMINOLE STATE COLLEGE  
SUMMARY OF REVENUE AND EXPENDITURES  
EDUCATIONAL AND GENERAL FUND  
August, 2017  
FY 07/01/2017 to 06/30/2018

REVENUE

	Revenue YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
State Appropriation	722,966	376,967	765,036	(42,071)	4,590,217
Other Transfers	679,180	439,443	519,507	159,673	5,468,496
<b>TOTAL</b>	<b>1,402,146</b>	<b>816,410</b>	<b>1,284,543</b>	<b>117,602</b>	<b>10,058,713</b>

EXPENSES

	Expenses YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
<b>TOTAL</b>	<b>1,372,972</b>	<b>831,139</b>	<b>1,662,278</b>	<b>(289,306)</b>	<b>9,973,666</b>

SEMINOLE STATE COLLEGE  
SUMMARY REPORT  
August, 2017  
FY 07/01/2017 to 06/30/2018

	<u>BEGINNING BALANCE 07-01-2017</u>	<u>AMOUNT OF CHANGE</u>	<u>BALANCE 08-31-2017</u>	<u>PRIOR YR BALANCE 08-31-2016</u>
Education & General	983,205.57	(619,269.67)	363,935.90	394,805.21
Auxillary	481,027.28	(274,779.35)	206,247.93	652,338.03
Capital Projects	179,704.69	(8,138.81)	171,565.88	187,805.57
Clearing	16,859.79	586,795.45	603,655.24	135,949.24

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Revenue and Expenditures (Y-T-D)

Education & General and Clearing

	REVENUE	EXPENSE	DIFFERENCE
State Appropriation	722,965.50		
Other Transfers	107,109.01		
Clearing	572,071.20		
TOTAL	<u>1,402,145.71</u>	<u>2,081,374.91</u>	<u>(679,229.20)</u>

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Revenue and Expenditures (Y-T-D)

Auxillary

	REVENUE	EXPENSE	DIFFERENCE
From Operations	342,379.25	276,366.90	
TOTAL	<u>342,379.25</u>	<u>276,366.90</u>	<u>66,012.35</u>

SUMMARY OF CLAIMS AND CHECKS

Treasury Claims	1,141,350.01
Auxillary	402,101.82
Clearing	0.00
SSCOK Card	11,575.41
TOTAL	<u>1,555,027.24</u>

STATEMENT OF INCOME  
AUXILIARY FUNDS  
August, 2017  
FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUES</b>				
Contractual Food Service	17,751.96	61,394.90	63,359.78	(1,964.88)
Bookstore	163,223.89	173,536.58	136,124.06	37,412.52
Institutional Support	20,153.54	30,949.99	39,564.04	(8,614.05)
Haney Center	1,085.00	1,085.00	225.00	860.00
Roesler Residential Center	5,951.09	7,225.80	41,571.25	(34,345.45)
Seminole Nation Residential Center	11,199.21	11,389.21	80,937.51	(69,548.30)
Student Activities	25,366.29	33,678.22	29,037.63	4,640.59
Infrastructure	16,798.00	23,119.55	20,729.93	2,389.62
<b>TOTAL REVENUE</b>	<u>261,528.98</u>	<u>342,379.25</u>	<u>411,549.20</u>	<u>(69,169.95)</u>
<b>EXPENDITURES</b>				
Contractual Food Service	86,174.59	86,174.59	27,298.45	58,876.14
Bookstore	28,469.95	36,970.39	75,666.19	(38,695.80)
Institutional	5,680.70	8,770.19	23,881.13	(15,110.94)
Pond Maintenance	522.61	522.61	660.71	(138.10)
Haney Center	9,827.28	9,827.28	7,990.17	1,837.11
Roesler Residential Center	29,717.28	47,900.37	31,485.06	16,415.31
Seminole Nation Residential Center	43,825.97	71,100.61	43,077.95	28,022.66
Student Activities	6,229.74	15,100.86	20,249.20	2,413.82
<b>TOTAL EXPENDITURES</b>	<u>210,448.12</u>	<u>276,366.90</u>	<u>230,308.86</u>	<u>53,620.20</u>
<b>REVENUE OVER (UNDER)</b>	<u>51,080.86</u>	<u>66,012.35</u>	<u>181,240.34</u>	<u>(122,790.15)</u>
<b>EXPENDITURES</b>				

CASH FLOW STATEMENT  
August, 2017  
FY 07/01/2017 to 06/30/2018

	BEGINNING BALANCE 07-01-2017	RECEIPTS	EXPENDITURES	CURRENT CASH BALANCE	PRIOR YEAR CASH BALANCE
Education & General	<u>983,205.57</u>	<u>633,833.15</u>	<u>1,253,102.82</u>	<u>363,935.90</u>	<u>394,805.21</u>
AUXILLARY UNRESTRICTED					
Auxillary	285,395.24	414,021.44	265,238.29	434,178.39	112,056.69
Student Activities	385,619.24	32,578.22	8,871.12	409,326.34	324,437.13
SUB-TOTAL UNRESTRICTED	<u>671,014.48</u>	<u>446,599.66</u>	<u>274,109.41</u>	<u>843,504.73</u>	<u>436,493.82</u>
RESTRICTED					
Sarkey Loan	1,057.94	0.00	0.00	1,057.94	1,057.94
Restricted Programs	(153,277.15)	(23,347.10)	554,198.69	(730,822.94)	(72,083.81)
Agency Funds	130,421.62	41,746.18	23,285.34	148,882.46	141,640.06
Educational Activities	(172,943.51)	149,598.19	37,782.84	(61,128.16)	140,626.46
NIH/Bridge Grant	1,274.90	0.00	0.00	1,274.90	1,274.90
OTAG	3,479.00	0.00	0.00	3,479.00	3,328.66
SUB-TOTAL RESTRICTED	<u>(189,987.20)</u>	<u>167,997.27</u>	<u>615,266.87</u>	<u>(637,256.80)</u>	<u>215,844.21</u>
TOTAL FUND AUXILLARY	<u>481,027.28</u>	<u>614,596.93</u>	<u>889,376.28</u>	<u>206,247.93</u>	<u>652,338.03</u>
CAPITAL PROJECTS					
Section 13	179,704.69	58,430.00	66,568.81	171,565.88	187,805.57
SUBTOTAL CAPITAL PROJECTS	<u>179,704.69</u>	<u>58,430.00</u>	<u>66,568.81</u>	<u>171,565.88</u>	<u>187,805.57</u>
TOTAL FROM OPERATIONS					
	<u>1,643,937.54</u>	<u>1,306,860.08</u>	<u>2,209,047.91</u>	<u>741,749.71</u>	<u>1,234,948.81</u>
TRANSFERS					
Clearing Account	16,859.79	1,879,350.85	1,292,555.40	603,655.24	135,949.24
Payroll Clearing	0.00	1,238,463.23	1,238,463.23	0.00	0.00
TOTAL TRANSFERS	<u>16,859.79</u>	<u>3,117,814.08</u>	<u>2,531,018.63</u>	<u>603,655.24</u>	<u>135,949.24</u>



SUMMARY OF BUDGET ACTIVITY  
EDUCATION AND GENERAL FUND

August, 2017

FY 07/01/2017 to 06/30/2018

REVENUE	<u>ALLOCATION</u>	<u>Y-T-D ACTIVITY</u>	<u>REMAINING BALANCE</u>
State Appropriation	4,590,217.00	722,965.50	3,867,251.50
Other Deposits	225,000.00	38,127.44	186,872.56
Reimbursement From State Grants	245,204.97	68,981.57	176,223.40
Clearing Fund	4,998,291.00	572,174.71	4,426,116.29
TOTAL REVENUE	<u>10,058,712.97</u>	<u>1,402,249.22</u>	<u>8,656,463.75</u>
EXPENDITURES			
Instruction 17-18	4,812,051.61	604,714.61	4,207,337.00
Public Service 17-18	0.00		0.00
Academic Support 17-18	421,097.63	294,429.81	126,667.82
Student Services 17-18	1,373,728.34	351,637.78	1,022,090.56
Institutional Support 17-18	1,593,275.90	509,462.80	1,083,813.10
Physical Plant 17-18	1,773,512.40	321,129.92	1,452,382.48
TOTAL EXPENDITURES FY 17-18	<u>9,973,665.88</u>	<u>2,081,374.91</u>	<u>7,892,290.97</u>
TOTAL ALL EXPENDITURES		<u>2,081,374.91</u>	
REVENUE IN EXCESS OF EXPENDITURES		<u>(679,125.69)</u>	

SUMMARY OF REVENUE  
EDUCATION AND GENERAL FUND  
August, 2017  
FY 07/01/2017 to 06/30/2018

	2017-2018 July-August	2016-2017 July-August	Difference
State Appropriation	722,965.50	927,134.40	(204,168.90)
Application Fees	2,322.71	3,092.42	(769.71)
Tuition	333,809.80	194,434.67	139,375.13
Non-Resident Tuition	4,799.45	12,687.60	(7,888.15)
Late Enrollment Fees	0.00	0.00	0.00
Late Payment Fees	2,876.42	4,198.78	(1,322.36)
Seminars	963.50	2,802.00	(1,838.50)
Assessment Fees	8,479.20	8,871.50	(392.30)
Technology Service Fees	26,904.18	26,622.66	281.52
Library Automation Fees	8,114.33	8,061.00	53.33
Remedial Course Fees	1,100.00	3,447.47	(2,347.47)
Laboratory Fees	8,410.24	6,378.15	2,032.09
Parking Fees	11,211.85	11,477.91	(266.06)
Records Fees	5,695.90	5,847.12	(151.22)
Accident Shield Fee	9084	9,204.10	(120.10)
Hybrid/Online Course Fess	0.00	60.00	(60.00)
Student ID Fees	3,140.00	4,210.00	(1,070.00)
Outreach Non-Campus Fees	0.00	240.00	(240.00)
Medical lab Tech Fees	560.00	105.35	454.65
Electronic Academic Access Fees	9,177.00	9,383.17	(206.17)
Distance Education/Outreach Fees	20,879.12	25,228.40	(4,349.28)
Compliance Fee	5,404.81	3,756.50	1,648.31
Safety Fee	5,489.50	3,758.00	1,731.50
International Student Fees	200.00	1,200.00	(1,000.00)
Nursing Fees	7,160.00	860.00	6,300.00
Subtotal Student Fees	<u>475,782.01</u>	<u>345,926.80</u>	<u>129,855.21</u>
Testing Fees	230.00	845.00	(615.00)
Fines-Parking, Library	280.00	340.00	(60.00)
Returned Check Charges	0.00	(504.00)	504.00
Reimbursements and Refunds	76,375.47	15,738.98	60,636.49
Indirect Cost	38,127.44	23,786.69	14,340.75
Other Income	363.51	3,507.70	(3,144.19)
Oiler Park Maintenance Fee	0.00	0.00	0.00
Rental Income	80.00	410.00	(330.00)
Subtotal: Other Income	<u>115,456.42</u>	<u>44,124.37</u>	<u>71,332.05</u>
Total Revolving Income	<u>591,238.43</u>	<u>390,051.17</u>	<u>201,187.26</u>
Total Revenue	<u><u>1,314,203.93</u></u>	<u><u>1,317,185.57</u></u>	<u><u>(2,981.64)</u></u>

STATEMENT OF INCOME  
 CONTRACTED FOOD SERVICE  
 August, 2017  
 FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Refund & Reimbursements	0.00	0.00	0.00	0.00
Employee Meal Tickets	765.00	765.00	225.00	540.00
Students Meals	15,733.93	19,376.87	21,645.40	(2,268.53)
Rebates	1,253.03	41,253.03	41,489.38	(236.35)
<b>TOTAL REVENUE</b>	<u>17,751.96</u>	<u>61,394.90</u>	<u>63,359.78</u>	<u>(1,964.88)</u>
<b>EXPENSE</b>				
Supplies	0.00	0.00	0.00	0.00
Bookstore Supplies	0.00	0.00	343.43	(343.43)
Miscellaneous	86,143.09	86,143.09	26,889.23	59,253.86
Contractual Services	31.50	31.50	63.00	(31.50)
Telephone	0.00	0.00	0.00	0.00
Postage	0.00	0.00	2.79	(2.79)
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>86,174.59</u>	<u>86,174.59</u>	<u>27,298.45</u>	<u>58,876.14</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(68,422.63)</u>	<u>(24,779.69)</u>	<u>36,061.33</u>	<u>(60,841.02)</u>

STATEMENT OF INCOME  
 BOOKSTORE  
 August, 2017  
 FY 07/01/2017 to 06/30/2018

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Booksales	108,331.52	114,941.15	58,864.94	56,076.21
Booksales-Nontaxable	2,502.46	2,505.40	1,816.00	689.40
Supply Sales	10,859.17	11,678.73	13,566.39	(1,887.66)
Supply - Nontaxable	9,539.75	9,542.98	19,014.80	(9,471.82)
Merchandise Sales	19,120.58	21,270.19	22,829.63	(1,559.44)
Merchandise Nontaxable	10.35	10.35	10.35	0.00
Rentals	10,086.27	10,701.30	18,949.57	(8,248.27)
SUBTOTAL REVENUE	<u>160,450.10</u>	<u>170,650.10</u>	<u>135,051.68</u>	<u>35,598.42</u>
Refunds From Vendors	2,469.50	2,534.50	0.00	2,534.50
Returned Check Charges	0.00	0.00	(76.93)	76.93
Lost Rental Books	297.54	340.23	1,022.66	(682.43)
Other Income	17.95	22.95	106.65	(83.70)
Cash Short or Long	(11.20)	(11.20)	20.00	(31.20)
TOTAL REVENUE	<u>163,223.89</u>	<u>173,536.58</u>	<u>136,124.06</u>	<u>37,412.52</u>
<b>EXPENSE</b>				
Professional Salaries ft	3,286.00	6,572.00	6,572.00	0.00
Classified Salaries-ft	1,941.42	3,882.84	3,882.84	0.00
Classified Salaries-pt	0.00	0.00	1,089.00	(1,089.00)
Student Wages	398.13	756.97	736.25	20.72
Professional Services	0.00	0.00	371.91	(371.91)
Fringe Benefits	2,914.18	5,828.36	6,106.35	(277.99)
TOTAL PERSONNEL EXPENSE	<u>8,539.73</u>	<u>17,040.17</u>	<u>18,758.35</u>	<u>(1,718.18)</u>
Purchase For Resale	19,600.00	19,600.00	48,031.50	(28,431.50)
Travel	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	132.00	(132.00)
Bookstore Supplies	298.72	298.72	749.46	(450.74)
Miscellaneous	0.00	0.00	772.48	(772.48)
Contractual Services	31.50	31.50	7,198.80	(7,167.30)
Telephone	0.00	0.00	0.00	0.00
Postage	0.00	0.00	23.60	(23.60)
Advertising	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>28,469.95</u>	<u>36,970.39</u>	<u>75,666.19</u>	<u>(38,695.80)</u>
REVENUE OVER (UNDER) EXPENDITURES	<u>134,753.94</u>	<u>136,566.19</u>	<u>60,457.87</u>	<u>76,108.32</u>

STATEMENT OF INCOME  
ROESLER RESIDENTIAL CENTER  
August, 2017  
FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent Scholarship	0.00	0.00	0.00	0.00
Roesler Residential Center	5,951.09	7,000.80	5,762.19	1,238.61
Rent-Talent Search	0.00	0.00	0.00	0.00
Rent-Upward Bound	0.00	0.00	35,265.02	(35,265.02)
Rent-PIE Academy	0.00	0.00	0.00	0.00
Reimb-Damaged Property	0.00	0.00	199.78	(199.78)
Other Room Charges	0.00	225.00	344.26	(119.26)
<b>TOTAL REVENUE</b>	<u>5,951.09</u>	<u>7,225.80</u>	<u>41,571.25</u>	<u>(34,345.45)</u>
<b>EXPENDITURES</b>				
Professional Salaries ft	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Service	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
<b>TOTAL PERSONNEL EXPENSE</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Supplies	67.23	67.23	8.08	59.15
Bookstore Supplies	36.28	36.28	25.36	10.92
Miscellaneous Expenditures	25,462.45	43,645.54	21,955.25	21,690.29
Contractual Services	125.00	125.00	4,635.57	(4,510.57)
Telephone	0.00	0.00	0.00	0.00
Utilities	4,026.32	4,026.32	4,260.80	(234.48)
Equipment	0.00	0.00	600.00	(600.00)
<b>TOTAL EXPENDITURES</b>	<u>29,717.28</u>	<u>47,900.37</u>	<u>31,485.06</u>	<u>16,415.31</u>
<b>REVENUE OVER</b>	<u>(23,766.19)</u>	<u>(40,674.57)</u>	<u>10,086.19</u>	<u>(50,760.76)</u>
<b>(UNDER) EXPENDITURES</b>				

STATEMENT OF INCOME  
SEMINOLE NATION RESIDENTIAL LEARNING CENTER

August, 2017

FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent- Scholarship	0.00	0.00	0.00	0.00
Rental Income	10,969.21	10,969.21	22,246.96	(11,277.75)
Rent-Upward bound	0.00	0.00	52,897.52	(52,897.52)
Rent-Talent Search	0.00	0.00	3,058.13	(3,058.13)
Rent-PIE Academy	0.00	0.00	0.00	0.00
Housing-Other Income	230.00	420.00	2,734.90	(2,314.90)
Damage Property	0.00	0.00	0.00	0.00
Reimbursement	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>11,199.21</u>	<u>11,389.21</u>	<u>80,937.51</u>	<u>(69,548.30)</u>
<b>EXPENSE</b>				
Professional Salaries P.T.	0.00	0.00	0.00	0.00
Classified Salaries-FT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
<b>TOTAL PERSONNEL EXPENSE</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Travel	0.00	0.00	0.00	
Supplies	892.59	892.59	485.89	406.70
Bookstore Supplies	0.00	0.00	0.00	0.00
Miscellaneous	37,304.04	64,578.68	29,592.29	34,986.39
Contractual Services	200.00	200.00	7,140.85	(6,940.85)
Telephone	0.00	0.00	0.00	0.00
Utilities	5,429.34	5,429.34	5,258.92	170.42
Equipment	0.00	0.00	600.00	(600.00)
<b>TOTAL EXPENDITURES</b>	<u>43,825.97</u>	<u>71,100.61</u>	<u>43,077.95</u>	<u>28,022.66</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(32,626.76)</u>	<u>(59,711.40)</u>	<u>37,859.56</u>	<u>(97,570.96)</u>

STATEMENT OF INCOME  
 INSTITUTIONAL SUPPORT  
 August, 2017  
 FY 07/01/2017 to 06/30/2018

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Student Service Fees	20,035.52	28,055.06	29,383.73	(1,328.67)
Seminar Fees	0.00	0.00	0.00	0.00
Other Income	0.00	2,500.00	1,718.29	781.71
Photocopy Revenue	0.00	0.00	0.00	0.00
Vending Machine Commission	118.02	394.93	666.25	(271.32)
Reimbursements	0.00	0.00	7,795.77	(7,795.77)
Transfer from 290	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>20,153.54</u>	<u>30,949.99</u>	<u>39,564.04</u>	<u>(8,614.05)</u>
<b>EXPENSE</b>				
Professional Salarie-FT	0.00	0.00	2,333.34	(2,333.34)
Classified Salaries-FT	0.00	1,500.00	0.00	1,500.00
Classified Salaries-PT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	2,357.92	2,357.92	7,118.00	(4,760.08)
Fringe Benefits	0.00	403.94	447.80	(43.86)
<b>Total Personnel Expense</b>	<u>2,357.92</u>	<u>4,261.86</u>	<u>9,899.14</u>	<u>(5,637.28)</u>
Travel	0.00	0.00	6,791.15	(6,791.15)
Supplies	0.00	1,174.05	1,447.43	(273.38)
Bookstore Supplies	209.20	209.20	171.19	38.01
Miscellaneous	2,725.58	2,725.58	4,370.97	(1,645.39)
Telephone	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00
Contractual Services	388.00	388.00	1,201.25	(813.25)
Advertising	5.75	11.50	0.00	11.50
Utilities	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Capital Expense	0.00	0.00	0.00	0.00
Transfer of Funds	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>5,680.70</u>	<u>8,770.19</u>	<u>23,881.13</u>	<u>(15,110.94)</u>
<b>REVENUE OVER</b>	<u>14,472.84</u>	<u>22,179.80</u>	<u>15,682.91</u>	<u>6,496.89</u>
<b>(UNDER) EXPENDITURES</b>				

STATEMENT OF INCOME  
 HANEY CENTER  
 August, 2017  
 FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent-Haney Center	1,085.00	1,085.00	225.00	860.00
<b>TOTAL REVENUE</b>	<u>1,085.00</u>	<u>1,085.00</u>	<u>225.00</u>	<u>860.00</u>
<b>EXPENSE</b>				
Professional Services	0.00	0.00	0.00	0.00
Supplies	21.51	21.51	0.00	21.51
Bookstore Supplies	0.00	0.00	0.00	0.00
Miscellaneous	928.39	928.39	1,096.53	(168.14)
Contractual Services	300.00	300.00	300.00	0.00
Utilities	8,577.38	8,577.38	6,593.64	1,983.74
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>9,827.28</u>	<u>9,827.28</u>	<u>7,990.17</u>	<u>1,837.11</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(8,742.28)</u>	<u>(8,742.28)</u>	<u>(7,765.17)</u>	<u>(977.11)</u>



STATEMENT OF INCOME  
STUDENT ACTIVITIES  
August, 2017  
FY 07/01/2017 to 06/30/2018

REVENUE	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
Student Activity Fees	21,777.29	29,023.47	24,854.55	4,168.92
Cultural & Recreation Fees	2,369.00	3,434.75	3,691.28	(256.53)
Student Govt Fees	0.00	0.00	0.00	0.00
Swimming And Aerobics Fees	0.00	0.00	0.00	0.00
Pool Rental	120.00	120.00	1,010.00	(890.00)
Concession Income	0.00	0.00	0.00	0.00
Basketball Income	0.00	0.00	0.00	0.00
Baseball Income	0.00	0.00	0.00	0.00
Softball Income	1,100.00	1,100.00	0.00	1,100.00
Volleyball Revenue	0.00	0.00	63.00	(63.00)
Soccer Income	0.00	0.00	0.00	0.00
Travel Reimbursements-Sports Teams	0.00	0.00	0.00	0.00
Athletics- Other Income	0.00	0.00	0.00	0.00
Transfer From Booster Club	0.00	0.00	0.00	0.00
Other Income-Overpayment	0.00	0.00	(581.20)	581.20
<b>TOTAL REVENUE</b>	<b>25,366.29</b>	<b>33,678.22</b>	<b>29,037.63</b>	<b>4,640.59</b>
<b>EXPENDITURES</b>				
Athletic Administration	2.37	2.37	755.92	(753.55)
Athletic Concession	0.00	0.00	0.00	0.00
National Tournaments	0.00	0.00	0.00	0.00
Men's Basketball	591.03	591.03	2,395.19	(1,804.16)
Women's Basketball	130.00	130.00	614.09	(484.09)
Volleyball	999.50	999.50	1,576.12	(576.62)
Baseball	1,085.83	1,085.83	420.86	664.97
Golf-Men	929.53	2,388.13	2,368.53	19.60
Golf-Women	815.14	2,273.74	1,609.26	664.48
Tennis-Men	198.16	198.16	729.59	(531.43)
Tennis Women	0.00	0.00	348.50	(348.50)
Softball	132.68	5,332.68	226.48	5,106.20
Women's Soccer	1,345.50	1,345.50	8,907.66	
Student Activities	0.00	0.00	0.00	0.00
Student Government	0.00	753.92	297.00	456.92
Permanent Issue/Band	0.00	0.00	0.00	0.00
Residential(Scholarship Charge)	0.00	0.00	0.00	0.00
Sigma Kappa Delta (AFAC)	0.00	0.00	0.00	0.00
Student Nurse Association (Afac)	0.00	0.00	0.00	0.00
Sigma Kappa Delta	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>6,229.74</b>	<b>15,100.86</b>	<b>20,249.20</b>	<b>2,413.82</b>
REVENUE OVER	19,136.55	19,136.55	8,788.43	2,226.77
(UNDER) EXPENDITURES				

STATEMENT OF INCOME  
RESTRICTED FUNDS  
August, 2017  
FY 07/01/2017 to 06/30/2018

	CURRENT MONTH	YEAR TO-DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Pell	4,952.00	21,474.60	44,646.53	(23,171.93)
Pell Recovery	4,169.35	4,263.72	1,265.07	2,998.65
Seog	0.00	0.00	0.00	0.00
College Work Study	0.00	1,545.16	6,649.85	(5,104.69)
Student Direct Loans	0.00	54,795.00	55,667.93	(872.93)
Student Loans Repayment	0.00	1,382.27	1,350.25	32.02
FEMA Safe Room grant	0.00	0.00	0.00	0.00
Carl Perkins Grant	0.00	0.00	0.00	0.00
Upward Bound	66,348.54	217,536.18	247,870.64	(30,334.46)
Talent Search West	21,559.67	23,078.15	58,883.31	(35,805.16)
Talent Search Central	30,838.36	56,077.59	65,261.57	(9,183.98)
Dream Catcher Gear Up	49,153.89	86,036.18	102,189.24	(16,153.06)
Student Support STEM	15,113.00	30,570.76	42,370.95	(11,800.19)
Student Support Services	15,221.42	32,971.79	39,064.67	(6,092.88)
NASNTI	64,047.34	82,654.37	60,709.42	21,944.95
Title III Engaging Students in Science	14,679.61	92,179.22	12,888.60	79,290.62
College Access Challenge	0.00	0.00	0.00	0.00
OTAG	0.00	0.00	0.00	0.00
TOTAL REVENUE	<u>286,083.18</u>	<u>704,564.99</u>	<u>738,818.03</u>	<u>(34,253.04)</u>
<b>EXPENDITURES</b>				
Pell	597.00	4,712.27	45,641.26	(40,928.99)
Seog	0.00	0.00	0.00	0.00
College Work Study	952.00	952.00	6,649.85	(5,697.85)
Student Direct Loans	0.00	7,531.83	54,298.78	(46,766.95)
FEMA Safe Room grant	0.00	0.00	0.00	0.00
Carl Perkins Grant	0.00	0.00	0.00	0.00
Upward Bound	65,847.63	195,664.83	247,900.64	(52,235.81)
Talent Search West	21,466.00	39,394.48	58,523.61	(19,129.13)
Talent Search Central	30,752.83	55,303.93	64,784.72	(9,480.79)
Dream Catcher Gear Up	46,494.41	83,288.43	102,189.24	(18,900.81)
Student Support STEM	15,113.00	30,850.74	43,960.95	(13,110.21)
Student Support Services	15,221.42	32,971.79	37,474.67	(4,502.88)
NASNTI	65,596.86	84,203.89	55,838.41	28,365.48
Title III Engaging Students in Science	13,155.85	19,324.50	12,888.60	6,435.90
College Access Challenge	0.00	0.00	0.00	0.00
OTAG	0.00	0.00	0.00	0.00
TOTAL EXPENDITURE	<u>275,197.00</u>	<u>554,198.69</u>	<u>730,150.73</u>	<u>(175,952.04)</u>
REVENUE OVER EXPENDITURES	<u>10,886.18</u>	<u>150,366.30</u>	<u>8,667.30</u>	<u>141,699.00</u>

SEMINOLE STATE COLLEGE  
SUMMARY OF REVENUE AND EXPENDITURES  
EDUCATIONAL AND GENERAL FUND  
September, 2017  
FY 07/01/2017 to 06/30/2018

REVENUE

	Revenue YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
State Appropriation	1,095,620	372,655	1,147,554	(51,934)	4,590,217
Other Transfers	1,950,988	1,271,807	1,996,001	(45,013)	5,468,496
<b>TOTAL</b>	<b>3,046,608</b>	<b>1,644,462</b>	<b>3,143,555</b>	<b>(96,947)</b>	<b>10,058,713</b>

EXPENSES

	Expenses YTD	Current Month	Budget YTD	Difference YTD	Budgeted Annual
<b>TOTAL</b>	<b>2,152,097</b>	<b>831,139</b>	<b>2,493,416</b>	<b>(341,320)</b>	<b>9,973,666</b>

SEMINOLE STATE COLLEGE  
SUMMARY REPORT  
September, 2017  
FY 07/01/2017 to 06/30/2018

	BEGINNING BALANCE 07-01-2017	AMOUNT OF CHANGE	BALANCE 09-30-2017	PRIOR YR BALANCE 09-30-2016
Education & General	983,205.57	88,258.27	1,071,463.84	1,686,135.18
Auxillary	481,027.28	739,218.92	1,220,246.20	1,418,017.39
Capital Projects	179,704.69	(36,777.18)	142,927.51	155,328.60
Clearing	16,859.79	38,803.06	55,662.85	42,676.70

Summary of page 5

Revenue and Expenditures (Y-T-D)  
Education & General and Clearing

	REVENUE	EXPENSE	DIFFERENCE
State Appropriation	1,095,620.25		
Other Transfers	136,939.03		
Clearing	1,814,048.67		
TOTAL	<u>3,046,607.95</u>	<u>2,867,654.28</u>	<u>178,953.67</u>

Summary of page 3

Revenue and Expenditures (Y-T-D)  
Auxillary

	REVENUE	EXPENSE	DIFFERENCE
From Operations	1,887,217.71	579,648.48	
TOTAL	<u>1,887,217.71</u>	<u>579,648.48</u>	<u>1,307,569.23</u>

SUMMARY OF CLAIMS AND CHECKS

Treasury Claims	994,186.94
Auxillary	1,933,243.99
Clearing	1,269.00
SSCOK Card	266,425.32
TOTAL	<u>3,195,125.25</u>

STATEMENT OF INCOME  
AUXILIARY FUNDS  
September, 2017  
FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUES</b>				
Contractual Food Service	186,275.95	247,670.85	160,558.22	87,112.63
Bookstore	414,894.97	588,431.55	375,361.69	213,069.86
Institutional Support	171,006.99	201,956.98	148,127.07	53,829.91
Haney Center	500.00	1,585.00	875.00	710.00
Roesler Residential Center	174,167.69	181,393.49	90,375.78	91,017.71
Seminole Nation Residential Center	242,711.81	253,911.02	168,133.38	85,777.64
Student Activities	208,865.55	242,543.77	132,269.44	110,274.33
Infrastructure	146,605.50	169,725.05	91,623.15	78,101.90
TOTAL REVENUE	<u>1,545,028.46</u>	<u>1,887,217.71</u>	<u>1,167,323.73</u>	<u>719,893.98</u>
<b>EXPENDITURES</b>				
Contractual Food Service	68,038.72	154,213.31	90,239.34	63,973.97
Bookstore	94,143.72	131,114.11	187,936.16	(56,822.05)
Institutional	61,252.30	70,022.49	64,678.55	5,343.94
Pond Maintenance	558.27	1,080.88	1,207.62	(126.74)
Haney Center	8,234.54	18,061.82	14,686.12	3,375.70
Roesler Residential Center	28,062.55	75,962.92	58,386.03	17,576.89
Seminole Nation Residential Center	40,802.97	84,628.94	43,077.95	41,550.99
Student Activities	29,463.15	44,564.01	46,148.68	(1,584.67)
TOTAL EXPENDITURES	<u>330,556.22</u>	<u>579,648.48</u>	<u>506,360.45</u>	<u>73,288.03</u>
REVENUE OVER (UNDER)	<u>1,214,472.24</u>	<u>1,307,569.23</u>	<u>660,963.28</u>	<u>646,605.95</u>
EXPENDITURES				

CASH FLOW STATEMENT  
September, 2017  
FY 07/01/2017 to 06/30/2018

	BEGINNING BALANCE 07-01-2017	RECEIPTS	EXPENDITURES	CURRENT CASH BALANCE	PRIOR YEAR CASH BALANCE
Education & General	<u>983,205.57</u>	<u>1,493,807.30</u>	<u>1,405,549.03</u>	<u>1,071,463.84</u>	<u>1,686,135.18</u>
<b>AUXILLARY</b>					
<b>UNRESTRICTED</b>					
Auxillary	285,395.24	1,754,162.35	570,309.36	1,469,248.23	565,546.98
Student Activities	<u>385,619.24</u>	<u>238,672.53</u>	<u>38,334.27</u>	<u>585,957.50</u>	<u>368,167.40</u>
SUB-TOTAL UNRESTRICTED	<u>671,014.48</u>	<u>1,992,834.88</u>	<u>608,643.63</u>	<u>2,055,205.73</u>	<u>933,714.38</u>
<b>RESTRICTED</b>					
Sarkey Loan	1,057.94	0.00	0.00	1,057.94	1,057.94
Restricted Programs	(153,277.15)	1,353,484.25	2,205,348.56	(1,005,141.46)	(35,968.90)
Agency Funds	130,421.62	51,703.74	94,870.59	87,254.77	132,151.50
Educational Activities	(172,943.51)	308,744.48	58,685.65	77,115.32	262,958.91
NIH/Bridge Grant	1,274.90	0.00	0.00	1,274.90	1,274.90
OTAG	3,479.00	0.00	0.00	3,479.00	122,828.66
SUB-TOTAL RESTRICTED	<u>(189,987.20)</u>	<u>1,713,932.47</u>	<u>2,358,904.80</u>	<u>(834,959.53)</u>	<u>484,303.01</u>
TOTAL FUND AUXILLARY	<u>481,027.28</u>	<u>3,706,767.35</u>	<u>2,967,548.43</u>	<u>1,220,246.20</u>	<u>1,418,017.39</u>
<b>CAPITAL PROJECTS</b>					
Section 13	<u>179,704.69</u>	<u>85,460.00</u>	<u>122,237.18</u>	<u>142,927.51</u>	<u>155,328.60</u>
SUBTOTAL CAPITAL PROJECTS	<u>179,704.69</u>	<u>85,460.00</u>	<u>122,237.18</u>	<u>142,927.51</u>	<u>155,328.60</u>
<b>TOTAL FROM OPERATIONS</b>	<u><u>1,643,937.54</u></u>	<u><u>5,286,034.65</u></u>	<u><u>4,495,334.64</u></u>	<u><u>2,434,637.55</u></u>	<u><u>3,259,481.17</u></u>
<b>TRANSFERS</b>					
Clearing Account	16,859.79	1,879,350.85	1,840,547.79	55,662.85	42,676.70
Payroll Clearing	<u>0.00</u>	<u>1,827,466.66</u>	<u>1,827,466.66</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFERS	<u>16,859.79</u>	<u>3,706,817.51</u>	<u>3,668,014.45</u>	<u>55,662.85</u>	<u>42,676.70</u>

SUMMARY OF BUDGET ACTIVITY  
EDUCATION AND GENERAL FUND  
September, 2017  
FY 07/01/2017 to 06/30/2018

REVENUE	<u>ALLOCATION</u>	<u>Y-T-D ACTIVITY</u>	<u>REMAINING BALANCE</u>
State Appropriation	4,590,217.00	1,095,620.25	3,494,596.75
Other Deposits	225,000.00	52,425.30	172,574.70
Reimbursement From State Grants	245,204.97	84,513.73	160,691.24
Clearing Fund	<u>4,998,291.00</u>	<u>1,814,048.67</u>	<u>3,184,242.33</u>
TOTAL REVENUE	10,058,712.97	3,046,607.95	7,012,105.02
EXPENDITURES			
Instruction 17-18	4,812,051.61	891,107.38	3,920,944.23
Public Service 17-18	0.00	0.00	0.00
Academic Support 17-18	421,097.63	322,548.80	98,548.83
Student Services 17-18	1,373,728.34	508,893.65	864,834.69
Institutional Support 17-18	1,593,275.90	666,718.67	926,557.23
Physical Plant 17-18	1,773,512.40	478,385.79	1,295,126.61
TOTAL EXPENDITURES FY 17-18	<u>9,973,665.88</u>	<u>2,867,654.28</u>	<u>7,106,011.60</u>
TOTAL ALL EXPENDITURES		<u>2,867,654.28</u>	
REVENUE IN EXCESS OF EXPENDITURES		<u>178,953.67</u>	

SUMMARY OF REVENUE  
EDUCATION AND GENERAL FUND  
September, 2017  
FY 07/01/2017 to 06/30/2018

	<u>2017-2018</u> <u>July-September</u>	<u>2016-2017</u> <u>July-September</u>	<u>Difference</u>
State Appropriation	1,095,620.25	1,428,733.82	(333,113.57)
Application Fees	8,249.62	7,298.42	951.20
Tuition	1,362,007.20	1,035,929.87	326,077.33
Non-Resident Tuition	125,129.91	45,012.60	80,117.31
Late Enrollment Fees	0.00	0.00	0.00
Late Payment Fees	2,926.42	4,468.54	(1,542.12)
Seminars	2,038.50	3,102.00	(1,063.50)
Assessment Fees	58,014.90	39,782.00	18,232.90
Technology Service Fees	179,911.36	120,810.44	59,100.92
Library Automation Fees	54,984.83	36,852.54	18,132.29
Remedial Course Fees	40,172.65	42,263.93	(2,091.28)
Laboratory Fees	54,522.24	31,189.50	23,332.74
Parking Fees	38,408.15	27,726.85	10,681.30
Records Fees	26,118.80	26,812.27	(693.47)
Accident Shield Fee	70,894.71	48,903.00	21,991.71
Hybrid/Online Course Fess	0.00	63.78	(63.78)
Student ID Fees	10,408.00	10,413.50	(5.50)
Outreach Non-Campus Fees	0.00	7,752.08	(7,752.08)
Medical lab Tech Fees	4,920.00	2,805.35	2,114.65
Electronic Academic Access Fees	62,741.98	41,507.52	21,234.46
Distance Education/Outreach Fees	93,310.47	94,949.83	(1,639.36)
Compliance Fee	38,159.16	24,096.01	14,063.15
Safety Fee	38,160.45	24,159.25	14,001.20
International Student Fees	200.00	1,400.00	(1,200.00)
Nursing Fees	51,117.00	22,592.00	28,525.00
Subtotal Student Fees	<u>2,322,396.35</u>	<u>1,699,891.28</u>	<u>622,505.07</u>
Testing Fees	310.00	980.00	(670.00)
Fines-Parking, Library	950.00	998.37	(48.37)
Returned Check Charges	0.00	(253.50)	253.50
Reimbursements and Refunds	80,585.47	20,884.98	59,700.49
Indirect Cost	52,425.30	69,495.28	(17,069.98)
Other Income	965.28	(130.88)	1,096.16
Oiler Park Maintenance Fee	0.00	0.00	0.00
Rental Income	80.00	570.00	(490.00)
Subtotal: Other Income	<u>135,316.05</u>	<u>92,544.25</u>	<u>42,771.80</u>
Total Revolving Income	<u>2,457,712.40</u>	<u>1,792,435.53</u>	<u>665,276.87</u>
Total Revenue	<u><u>3,553,332.65</u></u>	<u><u>3,221,169.35</u></u>	<u><u>332,163.30</u></u>



STATEMENT OF INCOME  
 CONTRACTED FOOD SERVICE  
 September, 2017  
 FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Refund & Reimbursements	0.00	0.00	0.00	0.00
Employee Meal Tickets	585.00	1,350.00	585.00	765.00
Students Meals	185,690.95	205,067.82	117,614.79	87,453.03
Rebates	0.00	41,253.03	42,358.43	(1,105.40)
<b>TOTAL REVENUE</b>	<u>186,275.95</u>	<u>247,670.85</u>	<u>160,558.22</u>	<u>87,112.63</u>
<b>EXPENSE</b>				
Supplies	0.00	0.00	80.50	(80.50)
Bookstore Supplies	0.00	0.00	608.64	(608.64)
Miscellaneous	67,975.72	154,118.81	89,452.91	64,665.90
Contractual Services	63.00	94.50	94.50	0.00
Telephone	0.00	0.00	0.00	0.00
Postage	0.00	0.00	2.79	(2.79)
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>68,038.72</u>	<u>154,213.31</u>	<u>90,239.34</u>	<u>63,973.97</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>118,237.23</u>	<u>93,457.54</u>	<u>70,318.88</u>	<u>23,138.66</u>

STATEMENT OF INCOME  
 BOOKSTORE  
 September, 2017  
 FY 07/01/2017 to 06/30/2018

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Booksales	259,350.00	374,291.15	223,165.01	151,126.14
Booksales-Nontaxable	104,102.97	106,608.37	2,734.19	103,874.18
Supply Sales	12,156.30	23,835.03	23,877.25	(42.22)
Supply - Nontaxable	10,166.31	19,709.29	48,002.36	(28,293.07)
Merchandise Sales	19,402.90	40,673.09	41,598.00	(924.91)
Merchandise Nontaxable	65.45	75.80	10.35	65.45
Rentals	9,651.10	20,352.40	29,139.05	(8,786.65)
SUBTOTAL REVENUE	<u>414,895.03</u>	<u>585,545.13</u>	<u>368,526.21</u>	<u>217,018.92</u>
Refunds From Vendors	0.00	2,534.50	5,554.50	(3,020.00)
Returned Check Charges	0.00	0.00	(76.93)	76.93
Lost Rental Books	0.00	340.23	1,172.06	(831.83)
Other Income	0.00	22.95	165.85	(142.90)
Cash Short or Long	(0.06)	(11.26)	20.00	(31.26)
<b>TOTAL REVENUE</b>	<u>414,894.97</u>	<u>588,431.55</u>	<u>375,361.69</u>	<u>213,069.86</u>
<b>EXPENSE</b>				
Professional Salaries ft	3,286.00	9,858.00	9,858.00	0.00
Classified Salaries-ft	1,941.42	5,824.26	5,824.26	0.00
Classified Salaries-pt	0.00	0.00	2,271.00	(2,271.00)
Student Wages	640.94	1,397.91	736.25	661.66
Professional Services	0.00	0.00	371.91	(371.91)
Fringe Benefits	2,914.18	8,742.54	9,208.29	(465.75)
<b>TOTAL PERSONNEL EXPENSE</b>	<u>8,782.54</u>	<u>25,822.71</u>	<u>28,269.71</u>	<u>(2,447.00)</u>
Purchase For Resale	79,836.29	99,436.29	147,563.17	(48,126.88)
Travel	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	132.00	(132.00)
Bookstore Supplies	0.00	298.72	1,030.03	(731.31)
Miscellaneous	0.00	0.00	700.00	(700.00)
Contractual Services	5,509.04	5,540.54	10,142.95	(4,602.41)
Telephone	0.00	0.00	0.00	0.00
Postage	15.85	15.85	98.30	(82.45)
Advertising	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>94,143.72</u>	<u>131,114.11</u>	<u>187,936.16</u>	<u>(56,822.05)</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>320,751.25</u>	<u>457,317.44</u>	<u>187,425.53</u>	<u>269,891.91</u>

STATEMENT OF INCOME  
ROESLER RESIDENTIAL CENTER  
September, 2017  
FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent Scholarship	19,739.46	19,739.46	0.00	19,739.46
Roesler Residential Center	140,851.52	147,852.32	54,551.72	93,300.60
Rent-Talent Search	0.00	0.00	0.00	0.00
Rent-Upward Bound	13,576.71	13,576.71	35,265.02	(21,688.31)
Rent-PIE Academy	0.00	0.00	0.00	0.00
Reimb-Damaged Property	0.00	0.00	149.78	(149.78)
Other Room Charges	0.00	225.00	409.26	(184.26)
TOTAL REVENUE	<u>174,167.69</u>	<u>181,393.49</u>	<u>90,375.78</u>	<u>91,017.71</u>
<b>EXPENDITURES</b>				
Professional Salaries ft	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Service	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
TOTAL PERSONNEL EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Supplies	6.83	74.06	75.50	(1.44)
Bookstore Supplies	0.00	36.28	619.91	(583.63)
Miscellaneous Expenditures	18,377.09	62,022.63	42,463.44	19,559.19
Contractual Services	4,902.60	5,027.60	7,130.83	(2,103.23)
Telephone	0.00	0.00	0.00	0.00
Utilities	4,776.03	8,802.35	7,496.35	1,306.00
Equipment	0.00	0.00	600.00	(600.00)
TOTAL EXPENDITURES	<u>28,062.55</u>	<u>75,962.92</u>	<u>58,386.03</u>	<u>17,576.89</u>
REVENUE OVER	<u>146,105.14</u>	<u>105,430.57</u>	<u>31,989.75</u>	<u>73,440.82</u>
(UNDER) EXPENDITURES				

STATEMENT OF INCOME  
 SEMINOLE NATION RESIDENTIAL LEARNING CENTER  
 September, 2017  
 FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent- Scholarship	32,923.15	32,923.15	0.00	32,923.15
Rental Income	178,775.78	189,744.99	100,605.63	89,139.36
Rent-Upward bound	20,365.06	20,365.06	52,897.52	(32,532.46)
Rent-Talent Search	10,604.64	10,604.64	3,058.13	7,546.51
Rent-PIE Academy	0.00	0.00	8,837.20	(8,837.20)
Housing-Other Income	43.18	273.18	2,734.90	(2,461.72)
Damage Property	0.00	0.00	0.00	0.00
Reimbursement	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>242,711.81</u>	<u>253,911.02</u>	<u>168,133.38</u>	<u>85,777.64</u>
<b>EXPENSE</b>				
Professional Salaries P.T.	0.00	0.00	0.00	0.00
Classified Salaries-FT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
<b>TOTAL PERSONNEL EXPENSE</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Travel	0.00	0.00	0.00	
Supplies	0.00	892.59	485.89	406.70
Bookstore Supplies	357.95	357.95	0.00	357.95
Miscellaneous	27,274.64	64,578.68	29,592.29	34,986.39
Contractual Services	7,366.42	7,566.42	7,140.85	425.57
Telephone	0.00	0.00	0.00	0.00
Utilities	5,803.96	11,233.30	5,258.92	5,974.38
Equipment	0.00	0.00	600.00	(600.00)
<b>TOTAL EXPENDITURES</b>	<u>40,802.97</u>	<u>84,628.94</u>	<u>43,077.95</u>	<u>41,550.99</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>201,908.84</u>	<u>169,282.08</u>	<u>125,055.43</u>	<u>44,226.65</u>

STATEMENT OF INCOME  
 INSTITUTIONAL SUPPORT  
 September, 2017  
 FY 07/01/2017 to 06/30/2018

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Student Service Fees	166,292.14	194,347.20	133,055.02	61,292.18
Seminar Fees	0.00	0.00	0.00	0.00
Other Income	4,248.00	6,748.00	6,021.02	726.98
Photocopy Revenue	0.00	0.00	21.00	(21.00)
Vending Machine Commission	363.55	758.48	1,234.26	(475.78)
Reimbursements	103.30	103.30	7,795.77	(7,692.47)
Transfer from 290	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<u>171,006.99</u>	<u>201,956.98</u>	<u>148,127.07</u>	<u>53,829.91</u>
<b>EXPENSE</b>				
Professional Salarie-FT	0.00	0.00	3,500.01	(3,500.01)
Classified Salaries-FT	0.00	1,500.00	0.00	1,500.00
Classified Salaries-PT	0.00	0.00	0.00	0.00
Student Wages	0.00	0.00	0.00	0.00
Professional Services	42,106.00	44,463.92	30,528.50	13,935.42
Fringe Benefits	0.00	403.94	671.70	(267.76)
Total Personnel Expense	<u>42,106.00</u>	<u>46,367.86</u>	<u>34,700.21</u>	<u>11,667.65</u>
Travel	1,837.51	1,837.51	7,608.85	(5,771.34)
Supplies	0.00	1,174.05	4,132.67	(2,958.62)
Bookstore Supplies	3,844.20	4,053.40	1,340.93	2,712.47
Miscellaneous	10,546.59	13,272.17	15,694.64	(2,422.47)
Telephone	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.00
Contractual Services	318.00	706.00	1,201.25	(495.25)
Advertising	0.00	11.50	0.00	11.50
Utilities	0.00	0.00	0.00	0.00
Equipment	2,600.00	2,600.00	0.00	2,600.00
Capital Expense	0.00	0.00	0.00	0.00
Transfer of Funds	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>61,252.30</u>	<u>70,022.49</u>	<u>64,678.55</u>	<u>5,343.94</u>
<b>REVENUE OVER</b>	<u>109,754.69</u>	<u>131,934.49</u>	<u>83,448.52</u>	<u>48,485.97</u>
<b>(UNDER) EXPENDITURES</b>				

STATEMENT OF INCOME  
 HANEY CENTER  
 September, 2017  
 FY 07/01/2017 to 06/30/2018

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>PRIOR YEAR</u>	<u>DIFFERENCE</u>
<b>REVENUE</b>				
Rent-Haney Center	500.00	1,585.00	875.00	710.00
<b>TOTAL REVENUE</b>	<u>500.00</u>	<u>1,585.00</u>	<u>875.00</u>	<u>710.00</u>
<b>EXPENSE</b>				
Professional Services	0.00	0.00	0.00	0.00
Supplies	381.39	402.90	168.69	234.21
Bookstore Supplies	0.00	0.00	0.00	0.00
Miscellaneous	60.00	988.39	1,216.53	(228.14)
Contractual Services	300.00	600.00	900.00	(300.00)
Utilities	7,493.15	16,070.53	12,400.90	3,669.63
Equipment	0.00	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>8,234.54</u>	<u>18,061.82</u>	<u>14,686.12</u>	<u>3,375.70</u>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(7,734.54)</u>	<u>(16,476.82)</u>	<u>(13,811.12)</u>	<u>(2,665.70)</u>

STATEMENT OF INCOME  
STUDENT ACTIVITIES  
September, 2017  
FY 07/01/2017 to 06/30/2018

REVENUE	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR	DIFFERENCE
Student Activity Fees	185,305.31	214,328.78	113,512.85	100,815.93
Cultural & Recreation Fees	20,629.00	24,063.75	16,434.30	7,629.45
Student Govt Fees	0.00	0.00	0.00	0.00
Swimming And Aerobics Fees	0.00	0.00	0.00	0.00
Pool Rental	160.00	280.00	1,430.00	(1,150.00)
Concession Income	0.00	0.00	0.00	0.00
Basketball Income	0.00	0.00	0.00	0.00
Baseball Income	0.00	0.00	0.00	0.00
Softball Income	2,770.18	3,870.18	0.00	3,870.18
Volleyball Revenue	0.00	0.00	306.90	(306.90)
Soccer Income	0.00	0.00	0.00	0.00
Travel Reimbursements-Sports Teams	0.00	0.00	0.00	0.00
Athletics- Other Income	0.00	0.00	0.00	0.00
Transfer From Booster Club	0.00	0.00	0.00	0.00
Other Income-Overpayment	1.06	1.06	585.39	(584.33)
TOTAL REVENUE	<u>208,865.55</u>	<u>242,543.77</u>	<u>132,269.44</u>	<u>110,274.33</u>
 EXPENDITURES				
Athletic Administration	554.00	556.37	914.69	(358.32)
Athletic Concession	0.00	0.00	0.00	0.00
National Tournaments	0.00	0.00	0.00	0.00
Men's Basketball	1,112.58	1,703.61	5,345.69	(3,642.08)
Women's Basketball	1,406.68	1,536.68	614.09	922.59
Volleyball	3,036.24	4,035.74	3,047.09	988.65
Baseball	4,089.71	5,175.54	5,323.18	(147.64)
Golf-Men	3,355.63	5,743.76	5,544.53	199.23
Golf-Women	4,038.06	6,311.80	3,395.41	2,916.39
Tennis-Men	2,243.79	2,441.95	3,619.89	(1,177.94)
Tennis Women	3,469.52	3,469.52	3,432.71	36.81
Softball	3,446.22	8,778.90	3,900.96	4,877.94
Women's Soccer	2,710.72	4,056.22	10,269.34	(6,213.12)
Student Activities	0.00	0.00	0.00	0.00
Student Government	0.00	753.92	741.10	12.82
Permanent Issue/Band	0.00	0.00	0.00	0.00
Residential(Scholarship Charge)	0.00	0.00	0.00	0.00
Sigma Kappa Delta (AFAC)	0.00	0.00	0.00	0.00
Student Nurse Association (Afac)	0.00	0.00	0.00	0.00
Sigma Kappa Delta	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>29,463.15</u>	<u>44,564.01</u>	<u>46,148.68</u>	<u>(1,584.67)</u>
REVENUE OVER	<u>179,402.40</u>	<u>179,402.40</u>	<u>86,120.76</u>	<u>111,859.00</u>
(UNDER) EXPENDITURES				

STATEMENT OF INCOME  
RESTRICTED FUNDS  
September, 2017  
07/01/2017 to 06/30/2018

	CURRENT MONTH	YEAR TO-DATE	PRIOR YEAR	DIFFERENCE
<b>REVENUE</b>				
Pell	1,513,044.00	1,534,518.60	1,712,949.57	(178,430.97)
Pell Recovery	0.00	4,263.72	1,799.58	2,464.14
Seog	0.00	0.00	22,375.00	(22,375.00)
College Work Study	4,145.76	5,690.92	10,774.43	(5,083.51)
Student Direct Loans	886,385.00	941,180.00	1,032,203.84	(91,023.84)
Student Loans Repayment	0.00	1,382.27	1,350.25	32.02
FEMA Safe Room grant	0.00	0.00	0.00	0.00
Carl Perkins Grant	0.00	0.00	0.00	0.00
Upward Bound	186,561.86	404,098.04	353,547.90	50,550.14
Talent Search West	25,240.27	48,318.42	99,629.76	(51,311.34)
Talent Search Central	79,452.71	135,530.30	105,105.89	30,424.41
Dream Catcher Gear Up	46,376.09	132,412.27	157,262.15	(24,849.88)
Student Support STEM	29,767.46	60,338.22	61,603.74	(1,265.52)
Student Support Services	24,441.97	57,413.76	64,979.94	(7,566.18)
NASNTI	19,992.23	102,646.60	88,838.96	13,807.64
Title III Engaging Students in Science	37,985.72	130,164.94	47,042.22	83,122.72
College Access Challenge	0.00	0.00	0.00	0.00
OTAG	0.00	0.00	119,500.00	(119,500.00)
TOTAL REVENUE	<u>2,853,393.07</u>	<u>3,557,958.06</u>	<u>3,878,963.23</u>	<u>(321,005.17)</u>
<b>EXPENDITURES</b>				
Pell	1,259,503.20	1,264,215.47	1,714,732.27	(450,516.80)
Seog	0.00	0.00	22,375.00	(22,375.00)
College Work Study	4,145.76	5,097.76	10,774.43	(5,676.67)
Student Direct Loans	0.00	7,531.83	1,039,008.78	(1,031,476.95)
FEMA Safe Room grant	0.00	0.00	0.00	0.00
Carl Perkins Grant	0.00	0.00	0.00	0.00
Upward Bound	156,298.42	351,963.25	353,563.52	(1,600.27)
Talent Search West	23,244.25	62,638.73	100,419.31	(37,780.58)
Talent Search Central	66,577.98	121,881.91	104,343.35	17,538.56
Dream Catcher Gear Up	40,105.74	123,394.17	157,563.47	(34,169.30)
Student Support STEM	26,438.75	57,289.49	63,208.11	(5,918.62)
Student Support Services	19,817.15	52,788.94	63,404.31	(10,615.37)
NASNTI	17,032.90	101,236.79	88,838.96	12,397.83
Title III Engaging Students in Science	37,985.72	57,310.22	47,027.85	10,282.37
College Access Challenge	0.00	0.00	0.00	0.00
OTAG	0.00	0.00	0.00	0.00
TOTAL EXPENDITURE	<u>1,651,149.87</u>	<u>2,205,348.56</u>	<u>3,765,259.36</u>	<u>(1,559,910.80)</u>
REVENUE OVER EXPENDITURES	<u>1,202,243.20</u>	<u>1,352,609.50</u>	<u>113,703.87</u>	<u>1,238,905.63</u>



Tamara R. Madden  
29310 Waco Rd  
McLoud, OK 74851  
(405) 618-0182  
[tammylearns@gmail.com](mailto:tammylearns@gmail.com)

August 9, 2017

Seminole State College  
ATTN: Human Resources  
P.O. Box 351  
Seminole, OK 74818

Dear HR Representative and Search Committee Members:

Please accept this letter of application for the position announcement of the Director of Advisement and Title III, posted on the Seminole State College employment opportunities website. My qualifications include an earned Master's degree, a twenty year career in student services in higher education, including academic advising at a community college, facilitating a Title III grant to strengthen academic advising, and extensive experience working with faculty, staff and other stakeholders in supporting student success.

While leading a comprehensive academic advising program at a community college, I was responsible for academic and career advising, placement testing and enrollment activities. Retention programs were also part of my duties which included outreach to stop-out, probation, and other at-risk students, providing group advising and success workshops, and using technology to support student persistence. In addition, I facilitated a Title III grant, for three years, to strengthen academic advising across campus. Objectives of the grant included implementing new technology which I learned, and in turn, trained faculty and staff how to use the software similar to Jenzabar. As a team member, I collaborated with others to plan and implement the campus wide phases of roll-out for faculty and student use. My responsibilities with the Title III grant included adhering to the grant specifications and reporting progress according to the timelines required.

My career encapsulates being an active team participant in supporting institutional mission and initiatives. My roles allowed me to participate in many campus wide committees, task forces, and grant and implementation teams. I have worked collaboratively with Division Deans, faculty, professionals, external stake holders and student groups. Building relations with all constituents is something I enjoy and am effective in maintaining and growing opportunities through these relationships.

My experience working at SSC as an adjunct faculty, has introduced me to the great campus community, the SSC mission and the relationship SSC has with Seminole and surrounding counties. I would like to be part of this community and contribute my knowledge, skills and passion to support SSC core values as the Director of Advisement and Title III. I feel I have the background and experience to be an asset to SSC but also opportunity for professional growth. Thank you for considering my credentials. I look forward to an invitation to interview.

Sincerely,

Tamara Madden



# ***TAMARA R. MADDEN***

29310 Waco Rd • McLoud • OK • 74851 • (405) 618-0182 • tammylearns@gmail.com

## **OBJECTIVE**

Seeking an opportunity in higher education student services to use my skills in personnel management, project/program development, assessment, and training and development, while leading a team to reach strategic action plans.

## **EDUCATION**

**MA, Speech Communication, May 1998**, University of Nevada, Reno

Courses included Conflict Resolution, Counseling, Career Counseling, Organizational Communication, Higher Education Administration, and College Student Development

**BS, Biology, May 1993**, University of Wisconsin, River Falls

## **ADMINISTRATIVE EXPERIENCE**

**Director of Academic Advising and Testing Services**

**Oklahoma City Community College**

**August 2012 – July 2016**

- Established and implemented annual and long term strategic action plans for academic and career advising, registration and testing services Researched best practices, analyzed work flow, evaluated procedures, processes and systems as they related to the function and mission of the department and the capabilities of the personnel
- Provided leadership, communication and direction in the development, implementation and assessment of all departmental functions to ensure the establishment and continuation of exemplary services that promote student success
- Developed and maintained an effective organization through the hiring, professional development, leadership and motivation of 25 personnel, utilizing national best-practices, analyzing progress toward objectives and using individual identified strengths to achieve institutional and departmental strategic plans
- Advised and enrolled concurrent, international, traditional and non-traditional students in general education and some majors.
- Developed and supervised innovative year-round faculty advisement program resulting in expanded outreach and faculty advisement to over 5,000 students
- Mediated advising, registration, and testing service client issues ensuring satisfactory and satisfactory resolutions
- Effectively planned and managed budget of \$500,000 to ensure personnel, services, and resources were available, effective, and supported the institution's specified goals in supporting student success
- Facilitated and implemented objectives for a 2.2 million national Title III grant including strengthening advisement activities through self-service software, engaging faculty advisors, and planning facilities remodel to enhance advisement activities
- Chaired Complete College OCCC subcommittee to review data and trends of students on probation or suspension; reviewed current practices and researched national trends; identified solutions and made recommendations. Recommendations were funded and implemented across campus

# ***TAMARA R. MADDEN***

## **Director, Assessment and Learning Center, University College**

**University of Oklahoma**

**September 2006 – December 2010**

- Developed, planned and implemented short and long range goals and action plans to achieve set objectives for the Department and personnel
- Supervised and trained 4 professional staff and 60 student employees
- Researched and designed comprehensive academic assistance program for University of Oklahoma students; Successfully established University College's (UC) Action Program in 2007 which received international College Reading and Learning Association (CRLA) tutoring program certification within the first year of implementation; directed growth of UC Action program in clientele and usage by 300% and student hours of usage increased 5 fold in a 3 year period
- Developed training aids, instructional materials, and marketing materials for student body, staff and faculty
- Established new 26 station student computer lab and a 21 station assessment lab
- Directed and chaired selection committees, served on award selection committees and campus task forces

## **Assistant Director, Academic Support Programs, Student Affairs**

**Missouri University of Science and Technology**

**June 2000-August 2006**

- Directed administrative operations of Academic Assistance, Disability Support Services and Testing Services, including developing and maintaining budget, directing data collection and distribution of annual reports, marketing, and assisting with department staff development efforts; Recruited and recommended employment of staff
- Advanced Disability Support Services awareness on campus; Trained professional in the field; Provided ongoing leadership to establish proactive services and strategies; Assisted with difficult cases
- Maintained familiarity with legal aspects of Americans with Disabilities Act and Section 504 and 508 of the Rehabilitation Act and their application to the university setting
- Provided leadership in the development of the Testing Center as a self-funded service
- Designed and implemented developmental math student mentoring program called Joint Academic Management (JAM) program; hired and trained student JAM session mentors
- Collaborated with other department leadership to coordinate academic assistance across the curriculum; hired, trained and supervised tutors

## **Residence Hall Director, Thomas Jefferson Hall, Residential Life**

**Missouri University of Science and Technology**

**July 1998-May 2000**

- Supervised and managed hall administration overseeing 700 residents
- Supervised clerical staff, Head Resident Assistant, 21 Resident Assistants, and 20 student employees and work study students; Coordinated training for 35 student staff and over 100 student leaders
- Resolved in-house discipline and referred appropriate cases to the campus judicial officer

# ***TAMARA R. MADDEN***

## **TEACHING EXPERIENCE**

### **Adjunct Instructor, Fundamentals of Speech**

#### **Seminole State College**

**October 2016 – March 2017**

- Teaching 5 and 8 week Fundamentals of Speech course using Desire2Learn Brightspace LMS during selected terms/contract; coordinate lesson plans, design and implement assessment tools; evaluate student coursework and determine grades; follow college's administrative and instructional protocol

### **Adjunct Instructor, Fundamentals of Speech**

#### **St. Gregory's University**

**October 2012 – June 2016**

- Teaching 6 and 8 week Fundamentals of Speech using Desire2Learn Brightspace LMS courses during selected terms/contract; coordinate lesson plans, design and implement evaluation tools; evaluate student coursework and determine grades; follow college's administrative and instructional protocol; contracted by term

### **Adjunct Instructor, Success in College and Life course**

#### **Oklahoma City Community College**

**October 2013 – December 2013**

- Taught 8 week course using Moodle LMS; coordinated lesson plans, designed and implemented evaluation tools; evaluated student coursework and determined grades; followed division administrative and instructional protocol

## **SERVICE**

Facilitated objectives for Title III national grant at OCCC, 2013 - 2016

Complete College: OCCC, Co-Chair for Probation/Suspension Subcommittee, 2013 - 2014

Oklahoma City Community College, Advising Task Force Chair, Fall semester 2014

Oklahoma City Community College, Enrollment Management Committee member, 2013 - 2016

Oklahoma City Community College, Curriculum Committee member, 2012 - 2016

Heartland College Reading and Learning Association, President Elect/Conference Chair, 2010 – 2012

Oklahoma's Association of College Testing Personnel, President/Conference Chair, 2010 – 2012

National College Learning Center Association, Membership Secretary and Conference Registrar, 2006 – 2009

University of Oklahoma, President's Graduation and Retention Task Force, 2006 – 2010

University of Oklahoma, Higher Learning Commission, North Central Association, Reaccreditation Steering Committee, 2008 – 2010

Missouri University of Science and Technology, Retention Committee 2000 – 2006

Missouri Association on Higher Education and Disability, Executive Board member, Newsletter Editor, 2003 – 2005

Missouri University of Science and Technology, Freshman Year Experience Committee 2001 – 2003

## **PROFESSIONAL MEMBERSHIPS**

Oklahoma Academic Advising Association 2012 - 2016

National Academic Advising Association 2012 - 2016

National College Learning Center Association 2002 – 2012

College Reading and Learning Association, Member 2001 – 2012

Oklahoma's Association of College Testing Personnel 2006 – 2012, 2015 – 2016

National College Testing Association 2006 – 2012, 2015 - 2016

Missouri Association on Higher Education and Disability (MO-AHEAD) 2001 – 2006

Member: Association on Higher Education and Disability (AHEAD) 2001 – 2006

# ***TAMARA R. MADDEN***

## TRAINING AND CERTIFICATES

Concept Based Learning, Faculty Development Webinar, September 19, 2016  
Oklahoma City Community College Business Objects training – 2013 - 2016  
Oklahoma City Community College Safety and Supervisory Trainings Quarterly completion since April 2012  
Oklahoma City Community College Adjunct training for Success in College and Life course, August 2013  
St. Gregory's University, Adjunct training, 2012 – present  
University of Oklahoma, Gateway to College Learning Instructional Staff training, May 30, 2009  
Assessing the Current Quality of Your Tutor Training Practices (webinar), Jan Norton, 2009  
University of Oklahoma Office of Human Resources, October 2007, Certificate of Completion: The Foundations in Management Seminar Series  
University of Missouri, Administrative Leadership Program participant, 2004 – 2006  
Goucher College, Strategies to Empower Students to Be Active, Responsible Learners, ED582, Fall 2004  
On Course Workshop I training, Spring 2004  
On Course Workshop II training, Summer 2004  
University of Vermont-Americans with Disabilities (ADA): The Law & Higher Education facilitated by Jeanne Kincaid, Esq. 2000

## AWARDS AND RECOGNITION

Service Award, NCLCA Membership Secretary and Conference Registrar, 2006 to 2009  
College Reading and Learning Association (CRLA), International Tutor Program Certification; awarded level 1 and 2 (of 3 levels) after first year of implementation - 2007  
College Reading and Learning Association (CRLA), International Tutor Program Certification; awarded level 3 in 2010

## TECHNOLOGY SKILLS

Proficient in a wide variety of software for business purposes and am able to apply concepts to maximize learning.

- Microsoft Outlook; daily use managing communications, sending group invitations to meetings, task lists, calendar and using tools to follow up with communication or tasks
- Microsoft Excel; daily use reporting including pivot tables, graphical representation, using formulas, linking information, using keyboard shortcuts for faster navigation and creating forms
- Microsoft Word; daily use writing communication, creating graphical training manuals, and forms
- Microsoft PowerPoint; monthly use creating presentations with animations, creating step by step directions, and graphical representations of information
- Adobe Acrobat; daily use creating documents, editing documents, and using communication tools and forms
- Colleague (Ellucian) Student Information System; daily use for student service and academic affairs purposes, reporting, and specified functions such as advising assignments
- Advisortrac software and database; daily use for in-house communication system, tracking student visits, generating reports, and identifying improvements for team communication
- Business Objects; weekly use designing and generating reports from a large data source for assessing enrollment, programs, outreach, and other reporting needs
- PeopleAdmin; position reviews, application reviews, and hiring proposals
- Docusign; creating documents and routing system, using templates, signing and receiving completed documents
- Website management; determining content and overseeing changes in content; received training for editing purposes
- Social Media; Department Facebook and Twitter account; Experience with Pinterest, LinkedIn and familiar with messaging software such as Skype for Business, Facebook messenger, iPhone messenger and others
- Familiar with wide variety of Learning Management Systems and retention alert software, such as Blackboard, Moodle, D2L, VCamp, Starfish, and Simplicity
- Effectively use typical office equipment such as fax, copier, and scanners

## 2016-17 Assessment of Transitional Education

This report was created at the conclusion of the 2016-17 academic year and covers data collected from fall 2009 through spring 2017. Transitional education at Seminole State College (SSC) consists of mathematics, language arts, and student success components offered through three of four SSC academic divisions. SSC conducted a major curriculum redesign of its developmental education program in 2013 and in the process “rebranded” it *transitional education*. As the result of the redesign, the placement process was updated and improved through the use of multiple measures for course placement. The number of transitional courses and the time required for remediation were also significantly reduced in both mathematics and language arts by merging course content in the existing courses. Lastly, transitional language arts students were required to participate in a structured first-year experience. Assessment of transitional education before and after the redesign focusses on four performance rates: (1) transitional course completion, (2) completion of remediation as a whole in a given subject area, (3) completion of gateway college-level courses, and (4) graduation. These data are summarized in the first two sections of this report. Course embedded assessment, student feedback in transitional education courses, and student responses to the transitional education questions on the *Graduate Exit Survey* are covered in the last three sections of this report.

### Transitional Mathematics Education

#### *Curriculum Redesign*

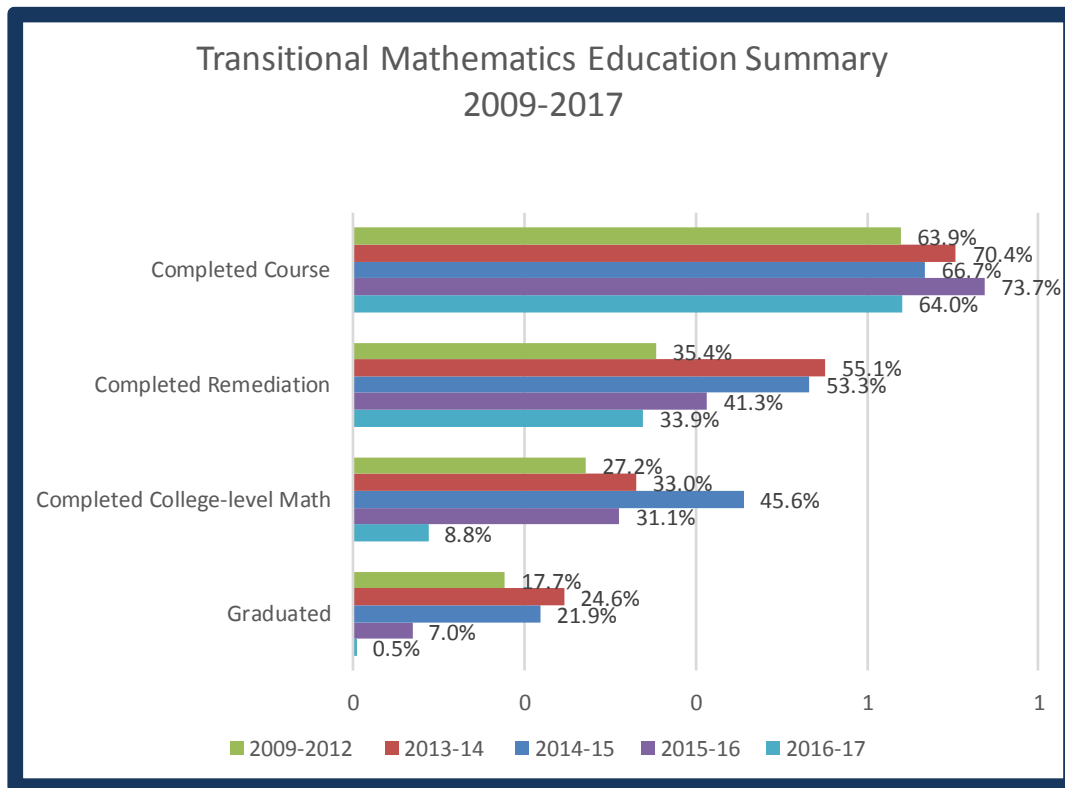
Prior to the curriculum redesign, developmental math students were placed into an appropriate level of a three-course sequence of developmental mathematics courses. For students entering at the lowest level in the pre-redesign model, the best case scenario (i.e. if they passed a math class each and every semester of attendance) would allow them to take a college-level math course in their fourth semester of attendance at the earliest. To alleviate what must have felt to students like an impossible labyrinth of obstacles to a college education, the three courses were merged into a sequence of overlapping courses in which most students take only one transitional course, or take one transitional course followed by a second transitional course in which they were co-enrolled in a college-level course (so-called *corequisite remediation*). With this curriculum redesign, most transitional mathematics students have the opportunity to take college-level math by their second semester of attendance. Transitional students who qualify are able to participate in corequisite remediation and take a college-level course in their first semester of attendance. After the curriculum redesign, only a small percentage of transitional mathematics students consisting of the most challenged students have to pass two transitional courses prior to being able to enroll in college-level math their third semester, which still represents an improvement over the pre-redesign model.

#### *Pre-Redesign Baseline Cohort*

To compare student performance before and after the curriculum redesign, all students entering the SSC mathematics developmental program for the first time between fall 2009 and spring 2012 were placed into a pre-redesign *baseline cohort*, regardless of their point of entry into the three-course developmental sequence in use at the time. The year 2012-13 was a transition year, so no data was collected for that year.

## Post-Redesign Cohort Performance

Post-redesign cohorts were created and tracked separately for each of the four academic years since the redesign. A summary of the performance rates for each transitional mathematics cohort is provided in the first graph and table. For each performance rate shown, data are being collected and analyzed cumulatively for the six-year period from the point students begin taking math at SSC. Consequently, within limits to be determined as data accumulates, rates for the completion of remediation, completion of college-level math, and graduation for persisting students could increase as time elapses.

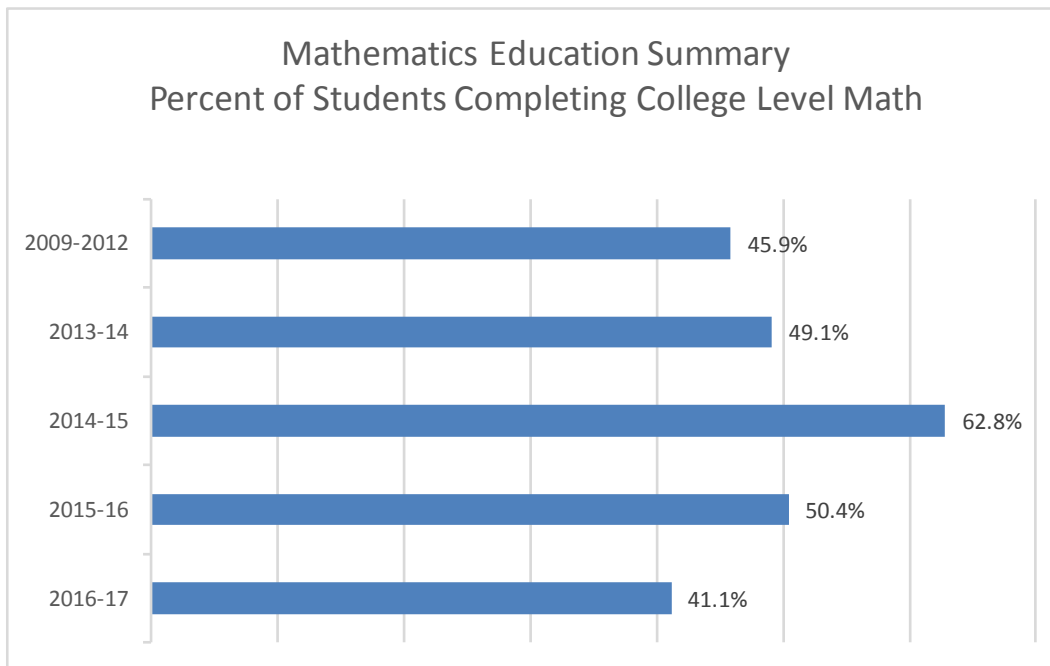


Transitional Mathematics Education Summary					
	2009-2012	2013-14	2014-15	2015-16	2016-17
Students Entering Transitional Math	1714	557	439	460	431
Completed Course	63.9% (1095)	70.4% (392)	66.7% (293)	73.7% (339)	64.0% (276)
Completed Remediation	35.4% (606)	55.1% (307)	53.3% (234)	41.3% (190)	33.9% (146)
Completed College-level Math	27.2% (466)	33.0% (184)	45.6% (200)	31.1% (143)	8.8% (38)
Graduated	17.7% (303)	24.6% (137)	21.9% (96)	7.0% (32)	0.5% (2)

Apart from the 2016-17 cohort, post-redesign transitional course completion rates show a modest increase over pre-redesign course completion rates. Rates for the completion of remediation have increased more significantly. For example, the 2013-14 cohort completed math remediation at the rate of 55.1% while the 2014-15 cohort did so at the rate of 53.3% compared to 35.4% in the baseline cohort. College-level math completion rates have also shown modest and in some cases impressive improvement over pre-redesign performance. However, the abysmal first-year college-level math completion rate for the 2016-17 cohort is disappointing and is under further inquiry. The fact that the number of courses and the time required for remediation have both decreased while completion rates for remediation courses, remediation as a whole, and college-level math have increased indicates

the success of the curriculum redesign. Post-redesign graduation rates have also increased. For example, the 2013-14 cohort of transitional math students has a three-year graduation rate of 24.5% rate compared to 17.7% in the baseline cohort (which had six years to graduate). Although this increase is less than desired, it is nonetheless a significant increase, especially for the students who wouldn't have graduated using the pre-redesign curriculum. Data collection and analysis are ongoing for all cohorts other than the baseline cohort whose data is now fixed. As students complete college-level math and graduate in subsequent years, the long-term completion rates should improve incrementally.

The next graph and table show data for the completion of a college-level mathematics course for ALL students taking a SSC mathematics course for the first time. This includes full- and part-time students placing directly into a college-level mathematics course and those placing into transitional education courses. The 2009-12 baseline cohort completed college-level math at a rate of 45.9% compared to 49.1% for the 2013-14 cohort and 62.8% for the 2014-15 cohort. These early returns seem to indicate the transitional math curriculum redesign is having a positive impact on the completion of college-level math campus wide. As students persist and data collection continues, the percentages of completers in the 2015-16 and 2016-17 cohorts are expected to increase to levels at or near the 2014-15 cohort. Time will tell.

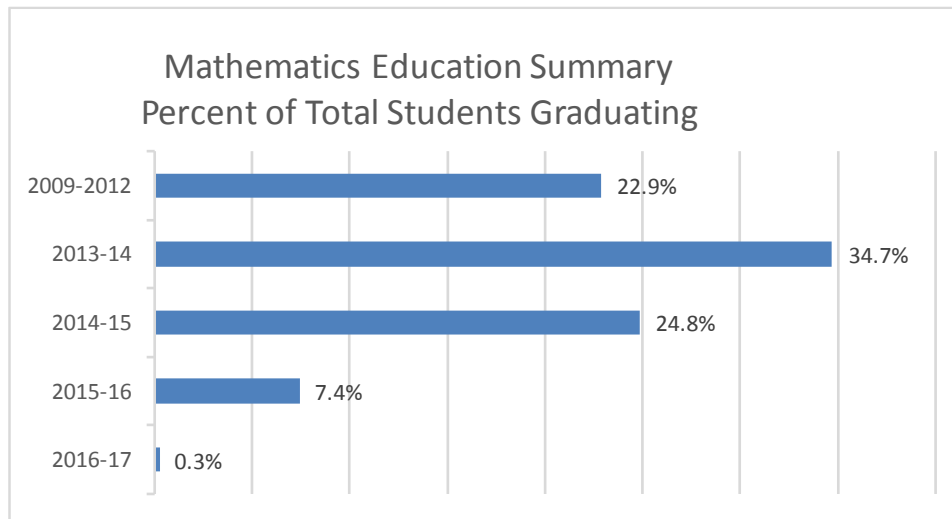


All Cohorts	2009-2012	2013-14	2014-15	2015-16	2016-17
Total Students	2481	804	705	712	739
Total Students Completing College-Level Math	1138	395	443	359	304
Percent of Total Students Completing College Level Math	45.9%	49.1%	62.8%	50.4%	41.1%

The next graph and table show graduation rates for ALL full- and part-time students taking a SSC mathematics course for the first time. This includes students placing directly into a college-level mathematics course and those placing into transitional education courses. **The performance of the 2013-14 math cohort of full- and part-time students is encouraging. In four years or 200% of the normal time to complete a two-year degree, its graduation rate is 34.7%, which is 11.8 percentage points higher than the six-year rate for**



**the baseline cohort.** As was the case for completion rates for college-level math, as students persist and data collection continues, the percentages of graduates in the 2015-16 and 2016-17 cohorts are expected to increase to levels at or near the 2014-15 cohort. Again, time will tell.



All Cohorts	2009-2012	2013-14	2014-15	2015-16	2016-17
Total Students	2481	804	705	712	739
Total Students Graduating	567	279	175	53	2
Percent of Total Students Graduating	22.9%	34.7%	24.8%	7.4%	0.3%

## Transitional Language Arts Education

### *Curriculum Redesign*

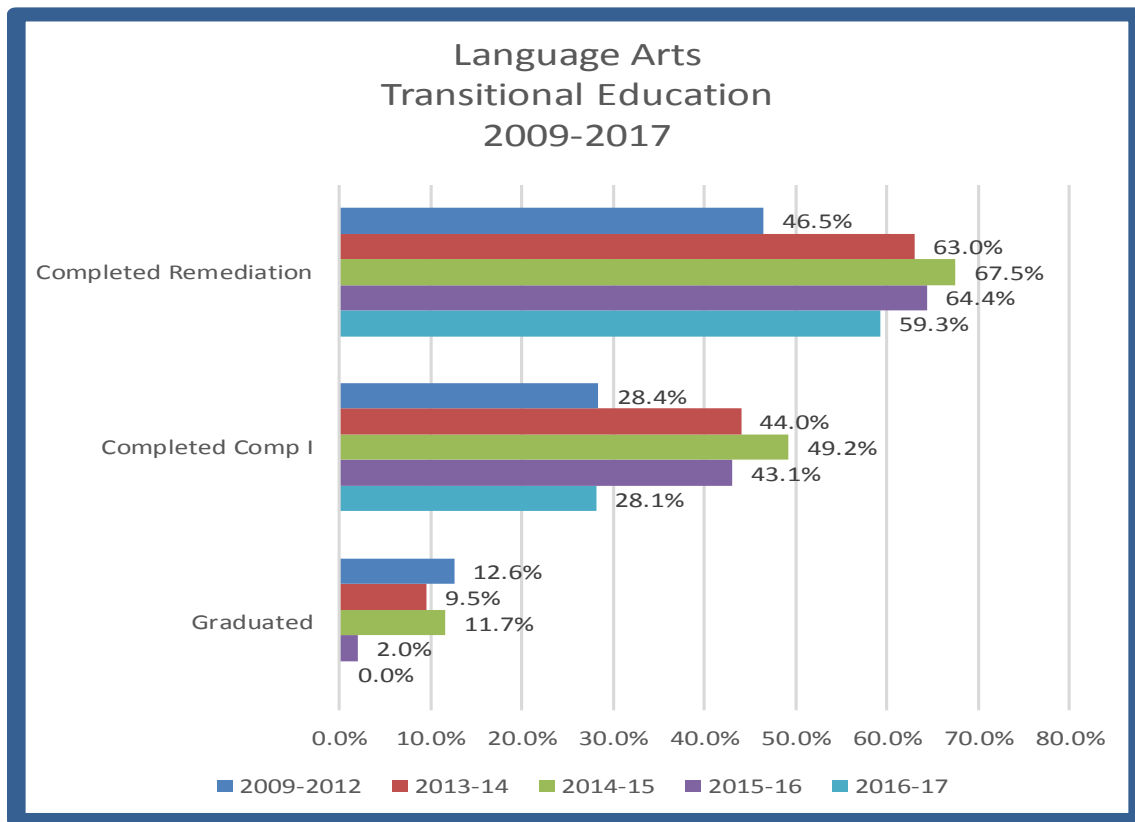
Prior to the curriculum redesign, developmental language arts curriculum included two different two-course sequences, one in writing and one in reading. Some students placed into only one of these sequences. Some placed into both reading and writing sequences. In either case, students took one or two courses in a sequence depending on the level of their assessed academic skills. In some cases, students entered college-level composition directly without remediation. Roughly 30% of SSC students typically required some form of language arts remediation. Students who tested into the lowest level of both sequences were required to take four developmental courses amounting to twelve credit hours before they could enroll in college-level composition. To reduce the amount of time and courses required for remediation, language arts faculty designed an intensive course that compressed the information covered in the four pre-redesign courses into a single five-credit hour course called Fundamentals of Language Arts (FLA). In conjunction with the redesign, all students who placed into FLA were also required to participate in a structured first-year experience which greatly limited enrollment choices. As was the case with mathematics, the goal in addition to reducing the amount of time and courses required for remediation was to increase the rates of completion of transitional courses, remediation as a whole, college-level composition, and graduation. Due to the compression aspect of the redesign, which left only one transitional course for all students requiring remediation, completion of the single transitional course became synonymous with completion of remediation. One contrast from the transitional math redesign is language arts chose not to implement a corequisite remediation model for their curriculum redesign.

## Pre-Redesign Baseline Cohort

To compare student performance before and after the curriculum redesign, all students entering the SSC reading and writing developmental program or composition for the first time between fall 2009 and spring 2012 were placed into a pre-redesign *baseline cohort*. The year 2012-13 was a transition year, so no data was collected for that year.

## Post-Redesign Cohort Performance

Post-redesign cohorts were compiled and tracked separately for each of the four academic years since the redesign. A summary of the performance rates for each transitional language arts cohort is provided in the graph and table below. For each performance rate shown, data are being collected and analyzed cumulatively for the six-year period from the point students begin taking language arts at SSC. Consequently, as was the case for transitional math cohorts, rates for the completion of remediation, completion of college-level composition, and graduation could increase as time elapses provided students persist.



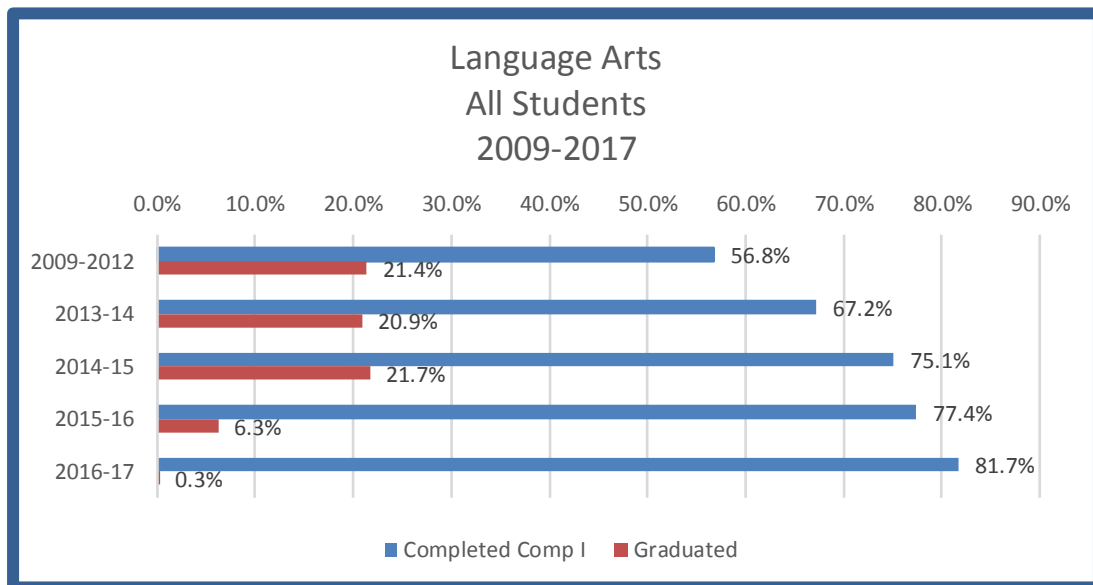
Language Arts Transitional Education					
Cohort 1	2009-2012	2013-14	2014-15	2015-16	2016-17
Students Entering Transitional Language Arts	1020	200	197	202	167
Completed Remediation	46.5%	63.0%	67.5%	64.4%	59.3%
Completed Comp I	28.4%	44.0%	49.2%	43.1%	28.1%
Graduation	12.6%	9.5%	11.7%	2.0%	0.0%

As shown in the above graph, the pre-redesign rate for completion of language arts remediation was only 46.5%. The post-redesign four-year average rate of completion of remediation was 63.6%, a rather significant increase. The rate of

completion of composition I by transitional students experienced a similar but more modest increase from 28.4% in the baseline cohort to more than 40% in each of the next three cohorts. It is anticipated that the 2016-17 cohort will experience a similar increase over the course of the next academic year.

The story on graduation rates is less encouraging. The pre-redesign graduation rate for developmental language arts students was 12.9%. Each of the post-redesign transitional cohorts to the point have graduated at a rate less than the pre-redesign rate. At this point in the data collection, there appears to be no correlation between increasing the completion rates in composition I and increasing graduation rates for transitional language arts students. Students are completing composition I at an increased rate, but still not graduating. It is possible that post-redesign graduation rates will surpass the pre-redesign rates as each cohort gets deeper into its six-year data collection cycle. Based on the lack of correlation between increased completion rates for composition I and graduation, it seems reasonable to conclude composition I is not serving as a roadblock to graduation for SSC students. Unfortunately, that also might mean students who arrive at SSC requiring language arts remediation are not able to function effectively in reading and writing intensive courses both before and after remediation. This dichotomy is under further discussion and analysis. Of particular use in those discussions will be analysis of sub-cohorts within the larger cohort of transitional language arts students. For example, analysis of the cohort of students who previously placed into the lowest level of developmental courses in both reading and writing might prove informative.

The next graph and table show composition I and graduation rates for ALL full- and part-time students taking a SSC language arts course for the first time. This includes students placing directly into a college-level composition course and those placing into transitional education courses. As was the case for transitional students alone, the post-redesign completion rates in composition I show a steady and impressive increase. The 2016-17 cohort completed composition I at a rate of 81.7% compared to the baseline cohort's rate of 56.8%. However, these increases have not yet had a noticeable positive effect on graduation rates in those cohorts. As students persist and data collection continues within the six-year data collection window, the percentages of graduates in all of the cohorts may increase. Again, time will tell.



Language Arts All Students					
	2009-2012	2013-14	2014-15	2015-16	2016-17
Total Cohort 1 and 3	2399	576	614	784	737
Completed Comp I	56.8%	67.2%	75.1%	77.4%	81.7%
Graduated	21.4%	20.9%	21.7%	6.3%	0.3%

## Course Embedded Assessment

Shown in this section are course-embedded assessment results collected in fall 2016 transitional and PASS courses for the 2016-17 academic year. Personal and Academic Success Skills (SOC 1003) is the first-year student success course in which transitional language arts students are required to enroll. As per the *SSC Assessment of Student Learning Procedure*, transitional course course-embedded assessments aimed at assessing the achievement of general education outcomes were not included with the overall assessment of SSC general education, but have been included in the assessment of transitional education. These assessments quantified transitional student achievement in the first three of the four following General Education Outcomes:

1. Demonstrate effective and scholarly communication skills.
2. Utilize scientific reasoning and/or critical thinking to solve problems.
3. Demonstrate knowledge and display behavior related to functioning in and adding value to a global society.
4. Recognize the role(s) of history, culture, the arts, or sciences within civilization.

All transitional courses used the pre-post embedded testing. Co-Requisite courses were not assessed separately from the related college-level course.

There was a total of 1170 Transitional Education Course-Embedded Assessments of General Education Outcomes reported for 2016-17. The following table shows the assessment percentages for transitional mathematics courses, transitional language arts courses, and the aggregate for transitional education for outcomes 1, 2, and 3. Each outcome showed increases reflecting student learning across the curriculum when comparing pre-test performance to post-test performance. The aggregate percentage increases were 43.3 for Outcome 1, 39.1 for Outcome 2, and 35.8 for Outcome 3.

Table 1. 2016-17 Transitional Education Course-Embedded Assessment of General Education Outcomes												
Outcome Assessed	Transitional Mathematics				Transitional Language Arts				Transitional Education			
	Number Assessed	Pre-Test	Post-Test	Difference	Number Assessed	Pre-Test	Post-Test	Difference	Number Assessed	Pre-Test	Post-Test	Difference
Outcome 1	286	30.0%	69.0%	39.1%	72	27.8%	87.5%	59.7%	478	39.0%	82.7%	43.8%
Outcome 2	286	30.0%	69.0%	39.1%					286	30.0%	69.1%	39.1%
Outcome 3	286	30.0%	69.0%	39.1%					406	44.6%	80.4%	35.8%

In evaluating this data, focus on two primary areas for each outcome: the percentage of increase from pre-test to post-test and the magnitude of the post-test percentage. In looking at transitional mathematics, language arts, and the aggregate amounts, the percent of increase falls between 35.8% and 59.7%. The post-test scores closely approach or go beyond 70%. In transitional courses, students must score 70% or a letter grade of C in the course to pass. These post-test scores validate that students demonstrated comprehension in General Education Outcomes 1, 2, and 3.

## Graduate Exit Survey

In the 2017 *Graduate Exit Survey*, students who participated in transitional education courses had the opportunity to assess the quality of teaching in these courses. Students gave the following responses to 2 attributes from transitional education:

Attribute	Percentage of Responses				
	Excellent	Above Average	Average	Below Average	Poor
Quality of teaching in transitional education courses	41.8%	29.9%	22.2%	0.6%	0.0%
College Orientation through PASS	26.7%	10.4%	10.1%	0.6%	0.3%

Only students who enrolled in these courses were encouraged to respond.

## Student Feedback on Classroom Instruction in Transitional Education Courses

In the fall semester, students are asked to give feedback on classroom instruction by completing an online survey made available in a sample of classes. The overall rating for classes at Seminole State College in fall 2016 was 4.49. The overall rating for transitional mathematics was 4.51 while the overall rating for transitional mathematics courses and entry level mathematics college courses was 4.58. The overall rating for Fundamentals of Language Arts was 4.37 while the overall rating for the transitional course and the first composition course was 4.11. The PASS course received a score of 4.73 while the Freshman Seminar course received an overall score of 4.48. Their combined average was 4.57. All of these scores compare well with the overall class rating of 4.49.

## Summary in Closing

This report has summarized the ongoing assessment of transitional education before and after SSC's 2013 redesign of developmental education. Course completion rates, remediation completion rates, completion rates in gateway college-level courses, graduation rates, course-embedded assessments, student feedback on instruction, and *Graduate Exit Survey* results, have all been presented. Data collection and analysis will be ongoing through the six-year data collection window established. Preliminary results are promising. Rates for the completion of remediation and college-level math and composition for transitional students have risen noticeably. Completion of math remediation and college-level math seems to have a positive effect on graduation rates. The 2013-14 cohort of transitional math students have graduated to this point at a rate of 24.6% compared to the baseline cohort's rate of 17.7%. Given the preponderance of transitional math students at SSC, it is not surprising that the graduation rate of 2013-14 cohort of all math students (transitional and college-ready) entering SSC that year was 34.7% compared to the baseline cohort's 22.9%. Faculty and administration are optimistic that 2014-15 and 2015-16 cohorts will demonstrate similar graduation rate improvement over the next two years. Although completion of remediation and college-level composition have increased, the redesign does not appear to have had the same effect on graduation rates. This disparity is puzzling and demands more discussion and analysis. Especially since the math and language arts cohorts consist of many of the same students.

# AGREEMENT FOR EXCHANGE OF SERVICES

This Agreement for Exchange of Services is made and entered into between the Board of Regents of Seminole State College (“College”) and Seminole State College Educational Foundation, Inc. (“Foundation”). This Agreement supersedes other existing contracts for the exchange of services between the respective parties.

WITNESSETH:

**Whereas**, the College is a State of Oklahoma college and a part of the Oklahoma State System of Higher Education; and,

**Whereas**, the Foundation is an Oklahoma non-profit corporation created for the benefit of the College, its students, staff and employees insofar as the same shall be in aid of charitable, scientific, literary, educational and economic development purposes; and,

**Whereas**, 70 Okl. Stat. S 4306, as amended, required that the regents of any institution of higher education enter into a written contract before directly or indirectly transferring any funds to any college-related foundation or rendering service or providing anything of value to such foundation to document adequate payment or reimbursement thereof; and,

**Whereas**, each of the parties hereto provides the other party with goods, services and funds, all of which are adequately documented and the parties, by this contract, intend to comply with said statutory requirement.

**Now**, therefore, for and in consideration of the goods, services, and funds provided one to the other, the adequacy of which is hereby acknowledged, the parties agree as follows:

1. The College shall provide the Foundation the following:
  - (a) The services of the President of the College and the Executive Vice President for Institutional Advancement, and other staff as needed on a part-time basis for the support of the Foundation;
  - (b) Adequate office space on the Seminole State College campus and the renovation of the same;
  - (c) Office maintenance, utilities and the insuring thereof;
  - (d) Use of Seminole State College postage, vehicles, telephones, computers, accounting and printing services, and bonding for staff;
  - (e) Other reasonable services and good as the administration shall determine;
  
2. The Foundation shall provide the College the following:
  - (a) Scholarship grants to College students from donations to the Foundation and from endowment income;
  - (b) Funds obtained by the Foundation for College projects including but not limited to library improvement, computer and other academic equipment, lectures, staff development, other academic enrichment activities, and administrative costs;

- (c) Artwork, furniture and recreational items; and,
- (d) Other reasonable funds, services, and goods as the Foundation shall determine for the good of the College and the furtherance of its mission.

IN WITNESS WHEREOF, the parties agree that the effective date shall be October, 2017.

FOUNDATION BOARD OF TRUSTEES

SSC BOARD OF REGENTS

\_\_\_\_\_  
**Lance Wortham, Chair**

\_\_\_\_\_  
**Bryan Cain, Chair**

*October 24, 2017*  
**Date**

*October 26, 2017*  
**Date**

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary